



Foreign Affairs Manual

4 FAM – Financial Management

Change Transmittal: FIN-408

Date: August 23, 2010

4 FAM 440 EXCEPTIONS IN THE VOUCHERING OF SPECIAL ITEMS

Changes

1. 4 FAM 447, Supplies and Services:

- **4 FAM 447.3, Drinking Water, paragraph a:** The General Accountability Office permits appropriated funds to be used for bottled drinking water only where the public water supply is unsafe for drinking purposes.
- **4 FAM 447.3, Drinking Water, paragraph b:** Charges for drinking water must be supported by a certificate that the local water supply is found to pose a health risk.
- **4 FAM 447.3, Drinking Water, paragraph c:** Appropriated funds may not be used to pay for bottled water for the office without specific statutory authority to do so.
- **4 FAM 447.3, Drinking Water, paragraph d:** For all travelers, the expense of bottled water is to be covered by their M&IE allowance.

2. The section **4 FAM 448.4, Food and Light Refreshments for Department-Sponsored Events** provides more clarification.

3. **Change Transmittal** has replaced the term, Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.

4. Revisions since the last update appear in *italic* and **dark magenta™**. Other than formal titles, the italic will be removed the next time the material is updated. Only current changes will appear in italic, which provides a historical record of changes.

5. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 4 FAM 440 (TL:FIN-393, 06-12-2008; 15 pages) and insert revised subchapter 4 FAM 440 (**13** pages).
2. After inserting the material in the binder, insert this change transmittal immediately following the CT Checklist, then fill in the entry line for CT:FIN-408, and initial.

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2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
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(RM/FPRA/FP)